

Module 5: Practicum – Company Based Productivity Project

Objective:

Provide participants with the opportunity to identify, apply and integrate the relevant measurements, tools, techniques, methodologies, systems, processes and/or technology to implement a sustainable productivity improvement programme(s) within a company.

Expected Learning Outcomes / Project Deliverables:

- ✓ Project guidelines, expectations and deliverables will be provided
- ✓ Four (4) months company based (real) project
- ✓ Company's endorsement & support is required for the project
- ✓ Submission & presentation of project proposal: 2 weeks after completion of Module 4
- ✓ Submission & presentation of final project: 4 months after completion of Module 4 (Interim progress review & sharing required)

Course fee

Full fee: S\$3270 (before prevailing GST)

Subsidised course fee for Singapore Citizen and Permanent Resident (before prevailing GST)

SME (70% subsidy) S\$981

Non-SME (50% subsidy) S\$1635

Productivity and Innovation Credit (PIC)

- All businesses are eligible for the PIC
- 400% tax deductions/allowances are applicable to qualifying expenditure incurred for training expenditure. Terms and conditions apply.

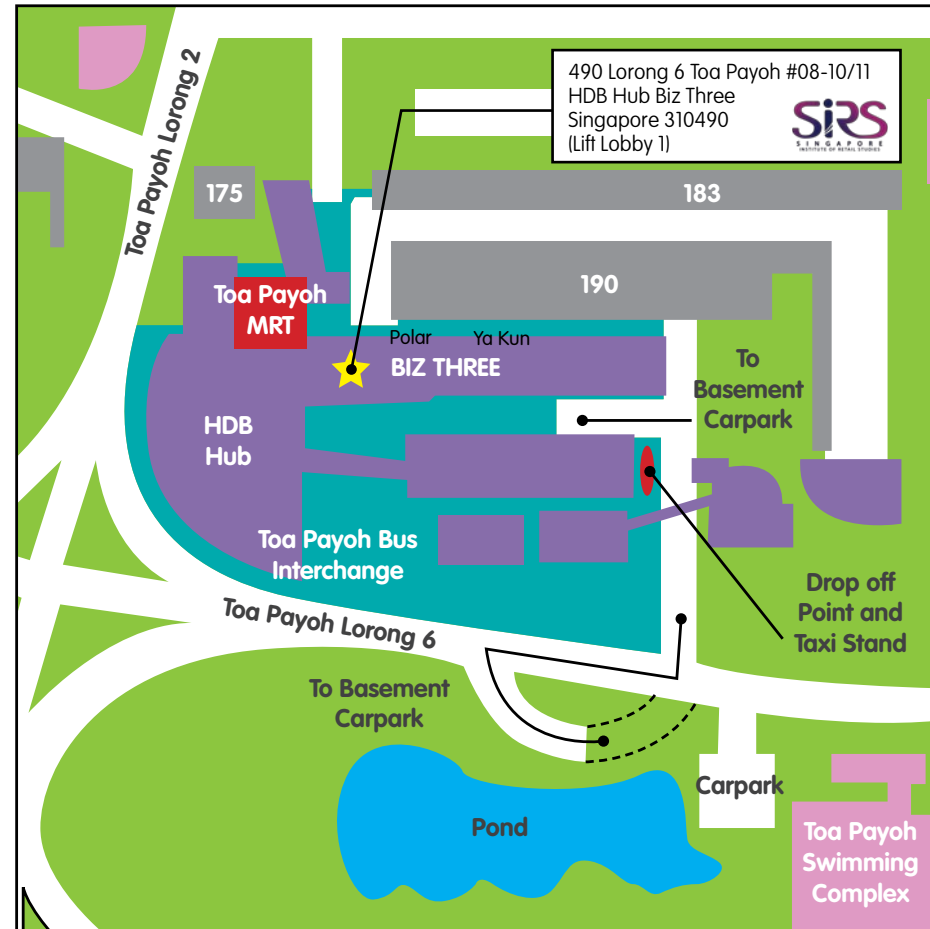
An Illustration

Nett Courses Fee after subsidy (A)	Tax Allowance (B = 400% of A)	Tax Deduction (17% of B)	Nett after tax
\$981 per pax	\$3,924	\$667	\$314
\$1,635 per pax	\$6,540	\$1,112	\$523

For more information on PIC, please visit: www.business.gov.sg

Programme Duration:

Activities	Time Required
Training Programme Delivery – Module 1 to 4	2 weeks
Company Based Project Proposal – Module 5	2 weeks
Module 5 – Project Implementation, include project review, company visits, consultation and final presentation	13 weeks (3 months)
Programme Duration	17 weeks (4 months)



Productivity Manager Programme



Programme Objectives

The programme aims to provide participants with:

- An understanding and knowledge of key productivity concepts and its measurement at national, industry and company levels
- An understanding of the needs and rationales for productivity improvement; the challenges of implementing a productivity improvement project, and the roles of productivity manager as a change agent
- Knowledge of the tools, techniques, methodologies, systems or processes for productivity improvement
- Broad understanding of the potential applications of innovation and technology in productivity improvement
- Ability to apply the knowledge learnt to implement sustainable productivity improvement projects in their companies

Target Participants & Requirements

Targeted Groups:

Senior Managers/Managers or Senior Supervisors in the retail industry sector with responsibilities or intended responsibilities to drive productivity improvement and/or organizational performance.

Requirements:

Participants should have significant working experience with at least 3 years in managerial or supervisory level.

Participants should hold significant senior positions that give them the authority and autonomy to implement productivity projects at the business unit or company level.

Participants with a University Degree, a Polytechnic Diploma or a WSQ Diploma in the relevant discipline are preferred.

Programme Modules

Module 1: Productivity in Perspective

Expected Learning Outcomes:

At the end of the module, it is expected that participants should be able to identify, develop and implement a series of practical and sustainable productivity measurement relevant and useful to their companies.

Topic Coverage:

- ✓ Understand the concept and definitions of Productivity
- ✓ Productivity Growth and trend in Singapore
- ✓ Rationales & Needs for Productivity Improvement
- ✓ Common misunderstanding about Productivity
- ✓ Productivity Measurement at national, industry and company level
- ✓ Practical applications – selecting or developing productivity measurement(s) for an organization

Module 2: Productivity Manager as a Change Agent

Expected Learning Outcomes:

Upon completion of the module, participants should have gained a good understanding of the issues and challenges confronting productivity improvement initiatives, and acquired the knowledge, skills and mindset to be an effective change agent and competent productivity manager.

Topic Coverage:

- ✓ Challenges of Implementing Productivity Improvement initiatives
- ✓ The Key Roles of a Productivity Manager
- ✓ Productivity Manager as a Change Agent
- ✓ Understand Change Management and Change Management Processes
- ✓ Identify and understand the critical success factors for a sustainable productivity improvement culture and initiative
- ✓ Practical Application – link to proposed company project



Module 3: Productivity Improvement Techniques, Systems & Processes

Expected Learning Outcomes:

Upon completion of the module, participants should be able to identify and select the appropriate tools, techniques and processes relevant and useful to their organization or business environment in their productivity drive.

Topic Coverage:

- ✓ Understand productivity improvement from an “Input”, “Output”, and “Process” system perspective
- ✓ Main Productivity Factors (Job, Resource, or Environment related)
- ✓ Continuous Improvement as a fundamental mindset and strategy for productivity growth and development
- ✓ Developing a Productivity Improvement Conceptual Model or Process
- ✓ Know and Understand the major Tools, Techniques and Processes available, including its advantages and limitations for productivity improvement
- ✓ Practical Application – preliminary discussions on the selection of appropriate and relevant tools and techniques for the company based project in Module 5

Module 4: Innovation & Technology Applications for Productivity Improvement

Expected Learning Outcomes:

At the completion of this module, it is expected that the participants would have acquired a good appreciation and broad understanding of the potentials and risks of technology applications and innovation in productivity improvement; and be able to evaluate or make appropriate recommendation on the use of an appropriate technology with the help of technological experts.

Topic Coverage:

- ✓ An Introduction and Scanning of Technologies available
- ✓ Case discussions of technology applications, including success stories and failures
- ✓ Understand Innovation - An Introduction to Business Process Innovations, Case Studies
- ✓ Leveraging Technology and Innovation to drive productivity growth – Potential and Pitfalls to avoid
- ✓ Identifying and understand the technology and innovation that are relevant to the companies or industry sector
- ✓ Identifying and overcoming barrier to technology adoption and innovation
- ✓ Case discussions